Helpful Tips for School of Education Ethics Training

Section One

Set up an account.
Click the register button to begin.
Section Two

Select Biola University as your affiliated organization. Read through and agree to the terms, and affirm that you are an affiliate of Biola University. Continue to create your Citi Program username and password.
Section Three
Enter your account information.

CITI - Learner Registration - Biola University

Steps: 1 2 3 4 5 6 7

Personal Information

* Indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3
Section Four

Create your username and password and choose a security question with answer.

Continue setting up your account. Please complete and click the submit button to go to the next step.
Section Five

Decide if you are interested in continuing education training. We selected “No” because PHRRC at Biola does not require it.
Section Six

Complete Learner Registration. Please enter student ID or employee ID in the space named “Employee Number”.

Please provide the following information requested by Biola University

- Language Preference:
  - English

- Institutional Email Address

- Gender

- Highest Degree

- Employee Number

- Department

- Role In Research

Address Field 1

Address Field 2
Section Seven
Answer questions 1-7. For Sciences, Technology, & Health, chose the best answer.

Choose the best answer, if none apply, choose NOT AT THIS TIME
Section Eight

Continue account set up and choose the following responses indicated by the red arrows. Do not make a selection from the Institutional/Signatory Officials and IRB Chair. If no answers apply, choose “Not at this time.”

**Question 2**

Institutional/Signatory Officials & IRB Chair
Please make your selection below if you wish to be enrolled in the Institutional/Signatory Officials or IRB Chair courses.
Choose all that apply
- PHRRC Coordinators
- PHRRC Chair and Co-Chairs
- PHRRC Reviewers

**Question 3**

Public Health Researchers
Please make your selection below if you wish to be enrolled in the Public Health Research course.
Choose one answer
- Public Health Researchers
- Not at this time.

**Question 4**

Good Clinical Practice (GCP)
Please make the appropriate selection if you are required to complete the Good Clinical Practice (GCP) course.
Choose one answer
- GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
- GCP for Clinical Investigations of Devices
- GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
- GCP – Social and Behavioral Research Best Practices for Clinical Research
- Not at this time.
Section Nine
Continue account setup and choose the following responses indicated by the red arrows

Question 5
Responsible Conduct of Research
Please make your selection below to receive the courses in the Responsible Conduct of Research.

Choose one answer
- Cook School of Intercultural Studies (RCR)
- Talbot School of Theology (RCR)
- Rosemead School of Psychology (RCR)
- School of Education (RCR)
- Communication Sciences and Disorders (RCR)
- School of Biological Sciences & Department of Health Sciences (RCR)
- Communicating Research Findings (RCR)
- Not at this time.

Question 6
Information Privacy Security
Please make the appropriate selection if you are required to complete the Information Privacy Security (IPS) course.

Choose one answer
- Cook School of Intercultural Studies (IPS)
- Talbot School of Theology (IPS)
- Rosemead School of Psychology (IPS)
- School of Education (IPS)
- Communication Sciences and Disorders (IPS)
- School of Biological Sciences & Department of Health Sciences (IPS)
- I am not required to complete the IPS course at this time.

Question 7
Conflicts of Interest (COI)
Would you like to take the Conflicts of Interest course?

Choose one answer
- Yes
- No

Complete Registration